

U.S. DEPARTMENT OF AGRICULTURE AGRICULTURAL RESEARCH SERVICE ARRIVAL ORIENTATION CHECKLIST FOR FOREIGN RESEARCH ASSOCIATE	NAME OF FOREIGN RESEARCH ASSOCIATE	REPORTING DATE
NOTE: Submit completed form to Human Resources Division.	AREA AND LOCATION ASSIGNED	
	FACILITY (Name and address)	
PERSONAL AFFAIRS	ORIENTATION - ARS (Cont'd.)	
<input type="checkbox"/> Turn over all mail sent in advance of arrival	<input type="checkbox"/> Discuss work hours - entry to facility during non-working hours must be approved by supervisor for work out of regular scheduled working hours.	
<input type="checkbox"/> Assist in: Disposition of baggage	<input type="checkbox"/> Responsibility of Associate to ARS concerning observance of rules, conduct on and off duty, handling and use of Government property, and compliance with instructions from proper authority.	
<input type="checkbox"/> Location of quarters	<input type="checkbox"/> Persons to contact regarding personal or official matters.	
<input type="checkbox"/> Establishing identity at bank	<input type="checkbox"/> Discuss rights and responsibilities of Associate regarding injuries or illnesses incurred while at ARS facility. Discuss responsibility for using protective equipment and complying with ARS safety and health regulations.	
<input type="checkbox"/> Inquire as to other personal matters requiring assistance	<input type="checkbox"/> Full tour of facility at later date to be arranged.	
<input type="checkbox"/> Other (Specify)	<input type="checkbox"/> Complete personal information card.	
INTRODUCTIONS	ORIENTATION - FACILITY (Supervisor)	
<input type="checkbox"/> Director and Staff	<input type="checkbox"/> Source of office supplies.	
<input type="checkbox"/> Facility Chief	<input type="checkbox"/> Regulations concerning laboratory notebooks.	
<input type="checkbox"/> Facility Secretary	<input type="checkbox"/> Reporting when necessary to be late or absent.	
<input type="checkbox"/> Librarian, etc.	<input type="checkbox"/> Safety rules and devices applicable; use of Safety Manual.	
<input type="checkbox"/> Other (Specify)	<input type="checkbox"/> Library work.	
ORIENTATION	<input type="checkbox"/> Introduction to facility personnel.	
<input type="checkbox"/> Transportation services	<input type="checkbox"/> Other (Specify)	
<input type="checkbox"/> Eating places, laundry, dry cleaning, barber shop, etc.	NOTIFICATION: (Notify the following regarding Associate's assignment, room number and telephone number)	
<input type="checkbox"/> Churches	<input type="checkbox"/> Director's Office	
<input type="checkbox"/> Other points of interest, entertainment, etc.	<input type="checkbox"/> Receptionist	
<input type="checkbox"/> Other (Specify)	<input type="checkbox"/> Records Service	
ORIENTATION - ARS	<input type="checkbox"/> Prepare new items for editor to use in weekly News Notes. (If applicable)	
<input type="checkbox"/> Research program and ARS organization (Visitor's booklet, etc.)	<input type="checkbox"/> Other (Specify)	
<input type="checkbox"/> Lunch period and lunch facilities		
<input type="checkbox"/> General information concerning administrative policy for associates. Review provisions of agreement.		
<input type="checkbox"/> Publications and patent policy and regulations (Refer to agreement)		
REMARKS		
ORIENTATION COMPLETED BY (Name)	TITLE	DATE